

Administrative Assistant to the Bishop
Job Description

MAJOR DUTIES

Executive Administration

Loyalty to and protection of the Resident Bishop.

Maintaining confidences of the bishop and all matters pertaining to the office.

Maintain knowledge of, and open lines of communication with, the bishop at all times and in all locations.

Manage the bishop's travel schedule; flights, lodgings, meetings, schedules, expenses, and matters pertaining to travel and travel arrangements.

Maintain and forward email correspondence to the bishop, including evenings, weekends, holidays, vacations and when ill (if possible).

Support and work closely with the Executive Assistant to the Bishop.

Office Administration

Scheduling of all office appointments with dignitaries, clergy, laity, groups, and organizations. Coordinate the bishop's schedule with above, handle all cancellations, adjustments, and other matters pertaining to the same. Prepare folders for bishop's travels and meetings.

Examine and analyze all mail; highlight and sort for importance and relevance. Respond, route and follow up all pertinent matters and details throughout various committees, boards, and offices and officers of the Conference.

Examine and analyze all electronic mail to the office of the bishop. Respond, route and follow up all pertinent matters and details throughout various committees, boards, and offices and officers of the Conference.

Correspondence: type the bishop's letters, sermons, lectures, news articles, etc., when needed.

Answering and placing telephone calls on behalf of the bishop and the office of the bishop.

Requisition and mail when necessary, all checks pertaining to the office, the Episcopal residence, and the bishop's business expenses.

Calculate and remit the bishop's expenses to GCFA using Chrome River.

Complete, distribute, and manage follow-up of appropriate forms regarding clergy transfers, retirement, etc. Distribute copies of this information to the Office of Ministerial Services and Pensions Office.

Extend invitations from the bishop to Annual Conference guests and speakers: make room arrangements, tracking guest expenses, and reimbursements, follow up details, etc.

Purchase and arrange for all necessary equipment and supplies related to the function of the office.

Keep all files and records related to the office.

Prepare all certificates for Ordination (affix bishop's seal, get appropriate signatures, etc.).

Prepare and submit all certificate information for the Conference Journal.

Email Conference Prayers and Celebrations daily, if needed. Restrict P&Cs to clergy and conference lay leadership and their immediate family only. Information for P&Cs must come from the districts or directly from the family. Notify the D.S. when information comes directly to you.

Take care of Cabinet on days they meet in person and arrange monthly staff meetings for the North Georgia conference office staff.

Liaison for District AAs which includes setting up quarterly Zoom meetings, disseminating information as needed

Coordinate the registrations for Ordinands through Educational Opportunities for bishop's trip for the ordinands.

Field Administration

Attend Annual Conference – noting follow up items that need the bishop's attention. Being accessible to the bishop as needed during AC.

When the bishop holds meetings in districts, coordinate with local churches to set up location for those meetings.

Attending Jurisdictional Conference and serve in administrative capacities for the Conference as needed.

Attend Cabinet meetings when off site and help make hotel and meal arrangements as needed while coordination with local DS and DS AA.

Attend training for Episcopal Secretaries as offered. Some will be via Zoom and some will be in person.

Knowledge and Skills

Fluent with UM terminology, UM polity, UM structure, etc.

General business and management skills

Computer skills

Bookkeeping skills

Communication skills – the secretary to the bishop serves as his/her primary public relations link to the community, conference, and connection.

Hospitality

Set up Cabinet Christmas dinner in December.

Set up Cabinet dinner during Annual Conference.

Schedule and coordinate conference staff center Christmas luncheon.

Office Hours

9:00 – 5:00 M-T

9:00 – 12:00 F

Be willing to make exceptions to these hours.

Vacation and Sick Days

Follow the Conference guidelines for vacation accumulation but keep your own log. This information is not reported to the Conference.

<u>Length of Service</u>	<u>Vacation Days/Year</u>
0 – 90 days	0
90 – 364 days	10
1 year – 5 years	15
6 years	17
7 years	19
8 years	21
9 years	23
10+ years	25

Sick days are between you and the bishop.
Comp time is not tracked.

Cell Phone Reimbursement

May be reimbursed for no more than \$125 per month.